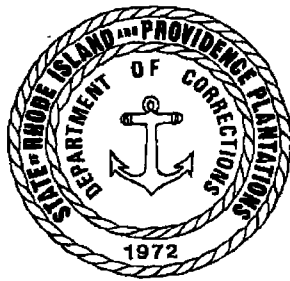


# RHODE ISLAND DEPARTMENT OF CORRECTIONS

## POLICY AND PROCEDURE



**POLICY NUMBER:**  
10.18 DOC

**EFFECTIVE DATE:**  
09/27/99

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**REPEALS:**  
8.22.14

**DIRECTOR:**

**SECTION:**  
SAFETY AND EMERGENCY  
PROCEDURES

**SUBJECT:**  
HOUSEKEEPNG EQUIPMENT/CLEANING  
COMPOUNDS

**AUTHORITY:** Rhode Island General Laws (RIGL) § 42-56-10(v), Powers of the director

**REFERENCES:** Policy # 5.13.11-2 (Procedures for Ongoing Inspection of Security, Fire Safety, Maintenance, and Cleanliness); # 5.13.02 (Tool Control Plan -  
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**I. PURPOSE:**

To ensure that housekeeping equipment, tools, and cleaning compounds are inspected for operability, safety and security.

**II. POLICY:**

- A. All housekeeping equipment and tools within the Rhode Island Department of Corrections (RIDOC) are evaluated on a daily basis for operability, safety and security.
- B. Cleaning compounds are evaluated for compatibility within a correctional institution prior to purchase and distribution.

**III. PROCEDURES:**

- A. Consistent with the Daily Inspection Report form found in policy # 5.13.11-2, Procedures for Ongoing Inspection of Security, Fire Safety, Maintenance, and Cleanliness, all housekeeping equipment, (mop handles, buffers, mop wringers, mop buckets, etc.) are inspected daily prior to issue, by correctional staff for

correctional staff for operability, safety violations, and security concerns. The results of the inspection are to be documented on the report form.

1. Floor buffers are inspected prior to being issued to inmate worker details for frayed power cords, damaged motor housings, etc.
  2. Mop handles and broom handles are inspected for cracks and/or splintering and to ensure metal mop-head retaining bar is present and operational.
  3. Mop-wringer handles must be securely attached to wringer and operational.
  4. Handles to mop buckets must be present and securely attached to the baskets.
  5. Damaged equipment should be disposed of properly.
- B. Cleaning compounds are reviewed by the Administrator of Physical Resources and the Environmental Health Coordinator prior to purchase and distribution.
1. Cleaning compounds which are flammable, combustible, acidic, or corrosive are not permitted to be utilized within the RIDOC.